

Ref. No: 2161  
Date: 12/11/25  
Subject: Print room / mail room

## REQUEST & RESPONSE

### Print Room

1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?  
**No**
2. Is this run by your own staff or outsourced to a third-party provider?  
**N/A**
3. If run internally, how many full-time equivalent (FTE) run this facility?  
**N/A**
4. Number of devices & model type/s?  
**N/A**
5. Name of incumbent supplier? **See note 1**
6. Contract start / end date and length of any option to extend? **See note 1**
7. If outsourced, please advise contract start / end date and length of any option to extend? **See note 1**
8. Was this contract awarded through a framework? If yes, which one used? **See note 1**
9. Annual spend (ex VAT) covering equipment & staff costs or total outlay if this service is outsourced

### External Print

1. Do you outsource any print requirement to an external supplier/s (for example to print forms, booklets, leaflets, manuals, posters, banners etc)? **Yes**

2. Name of incumbent supplier/s? **Contracted suppliers are detailed in note 1. Other suppliers may be used on an ad hoc basis**
3. If this arrangement provided under contract, please advise start / end date and length of any option to extend? **Contracted suppliers are detailed in note 1**
4. Was this contract awarded through a framework? **If yes, which one used? Details of how contracted suppliers were awarded contracts is detailed in information provided in note 1**
5. Alternatively, was this awarded through a DPS arrangement? **If yes, which one used? Details of how contracted suppliers were awarded contracts is detailed in information provided in note 1**
6. Annual spend (ex VAT) for this service over the past 12 months?

#### **Mail Room (Inbound and/or Outbound)**

1. Do you have your own in-house Mail Room operation? **Yes**
2. If yes, how is the service run - physical or digital mail distribution? **Physical distribution**
3. Is this run by your own staff or outsourced to a third-party provider? **Own Staff**
4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility? **1 FTE at S&O 2 x WTE at Whiston, 1 x WTE at St Helens**
5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend? **Not applicable**
6. Was this contract awarded through a framework? If yes, which one used? **Not applicable**
7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced? **Not applicable**
8. Do you use a Hybrid Mail service as part of your patient communications approach? **Yes but this is not run from the post room**
9. If yes, please (a) name supplier (b) contract start / end date (c) framework through which this awarded? **See note 1**

#### **Medical records / Digital Forms / Storage**

1. Have you yet to start, partly started or completed scanning your medical records?

#### **Almost complete**

2. If started or completed, was this handled in-house or by an external company? If yes, please name the supplier

**The legacy St Helens & Knowsley records were all scanned in-house, the legacy Southport & Ormskirk records were outsourced to Cosmographis**

3. Have you digitalised all your forms and are running a PiP (Paperless in Patient) approach (from the point of patient presentation to them leaving are all patient records digitalised)?

**No**

4. If you are not using a PiP approach, do you scan your end of episode material?

**Yes this is done in-house**

5. Do you store medical records on site or is this handled off site by an external company? If yes, please name supplier

**Yes – Britannia Fleet Solutions & Oasis Group**

Note 1

*Information which is publicly available*

The Trust publishes contract information in accordance with applicable procurement legislation. This includes, but is not limited to, Public Contracts Regulations 2015; Procurement Act 2023 and Health Care Services (Provider Selection Regime) Regulations 2023. Contract information published in accordance with requirements of legislation includes contract details, supplier name, value, term, procurement route etc.

Publication locations include Official Journal of the European Union (<https://ted.europa.eu/en/>) for some older notices and Contracts Finder (<https://www.gov.uk/contracts-finder>) Find a Tender Service

(<https://www.find-tender.service.gov.uk/Search>). Procurement pipeline information will be published in accordance with legislation.

Additionally, the Trust goes beyond the legal requirements and publishes extracts of its contracts register, periodically, on its public website.

(<https://sthk.merseywestlancs.nhs.uk/our-services?service=36>)

Publication information includes, but is not limited to, contract descriptions, start and end dates, extension options, procurement routes, supplier details and contract values.

Therefore, the majority of detail in your request is currently publicly available. This means that section 21 of Freedom of Information Act applies.

Alternatively, the Trust updates information as and when more information becomes available, including new contracts being let.

*Information which will be made publicly available*

Alternatively, information will be made publicly available as more contracts are advertised and awarded on Find a Tender Service and our contracts register on the website is updated. Therefore, section 22 of the Freedom of Information Act applies